

MONTHLY AUTOMOTIVE REPORT

Field Descriptions and Directions

Unless otherwise noted, all fields are required.
THIS VERSION IS FOR USERS OF MICROSOFT OFFICE 2007 OR NEWER

FIELD NAME:	DESCRIPTION/INSTRUCTION:
Unit Number:	Enter the Equipment Number of the vehicle with or without dashes.
Month/Year:	Enter the month and year for which you are collecting data. The worksheet will automatically format the month and year as, Month-Year. For example, if June 2011 is entered, the worksheet will format as "Jun-2011."
Permanently Assigned Driver Name:	If this vehicle is permanently assigned to one driver, enter the driver's name. If this vehicle is a pool vehicle, leave this field blank.
Personnel Number:	Enter the employee number for the permanently assigned driver. If this vehicle is a pool vehicle, leave this field blank.
License Plate No.	Enter the license plate for the unit number identified.
Overnight Parking:	Check ONE box to indicate whether the vehicle's overnight parking location is the driver residence OR a work location.
Division or Unit:	Enter the Bureau, Division, or Unit to which the vehicle is assigned.
Agency:	Enter the Agency to which the vehicle is assigned.
Date:	Enter the calendar date as " M/D/YR " for the date on which vehicle usage is recorded. For example, June 16, 2011 should be entered as 6/16/11. The worksheet will format the date as "16" once you tab to the next field. If the car is driven multiple trips on the same day by ONE driver, one entry per day is sufficient (with all destinations listed). If the car is driven multiple trips on the same day by MULTIPLE drivers, a new entry should be made for each driver.
Starting Odometer:	Enter the ODOMETER reading as it appears when the driver enters the vehicle. Once the Ending Odometer for the previous entry has been accepted, and the next date field entered, the Ending Odometer will pre-populate as the Starting Odometer for the new entry.
Ending Odometer:	Enter the ODOMETER reading as it appears when the driver has finished with the vehicle on that day.
Business Miles:	Enter the number of miles (as a positive number) traveled for business purposes. For those employees who are considered "portal-to-portal" employees, all miles recorded between worksite locations should be business miles. On days traveled to a "central office" (staff meetings, trainings, etc.), miles to and from the central office would be logged as COMMUTE miles. If there are no business miles on a given day, leave the business miles cell for that day BLANK.
Commute Miles:	Enter the number of miles (as a positive number) traveled as part of a daily commute from residence to work and from work back to residence. If the vehicle had no commute usage on a given day, please leave the commute miles cell for that day BLANK. [NOTE: Commuting in a state-owned vehicle is taxable to an employee as wages, per regulations set forth by the Internal Revenue Service. Commuting in state-owned vehicles is only permissible if: the vehicle is permanently assigned to an operator who has been authorized to use the vehicle for commuting, and the operator has completed and submitted a STD-928 to the Bureau of Vehicle Management.]

Personal Miles:	Enter the number of personal miles (as a positive number) traveled. If the vehicle had no personal usage on a given day, please leave the personal miles cell for that day BLANK. [NOTE: Only those employees who are allowed to log personal miles as part of their executive compensation package and who are taxed accordingly should have mileage to report in this column.]
Total Daily Miles:	When Starting Odometer, Ending Odometer, Business Miles, Commute Miles and Personal Miles have all been entered, the worksheet will automatically calculate the Total Daily Miles. This calculation is designed to ensure that the difference between the Ending Odometer and Starting Odometer is equal to Business Miles plus Commute Miles plus Personal Miles. If an error message (ERR!) appears, the miles entered are not equal; please double-check the entry and correct any errors.
Destinations:	Enter the names of all destinations. Include the starting location and all other arrival locations. For example, "Harrisburg - Philadelphia - Harrisburg." Or, "Harrisburg, Allentown State Hospital, Harrisburg."
Driver Name (Pool Vehicle Only):	For Pool Vehicles only, enter the name of each driver per row.
Fuel (Gallons):	If applicable or required by the using agency, enter fuel quantity (in gallons) here. [Note: BVM does not require use of this field.]
Fuel (Cost):	If applicable or required by the using agency, enter fuel cost (in dollars/cents) here. [Note: BVM does not require use of this field.]
Total Days Business Use:	The worksheet will count the total number of days on which Business Miles recorded were greater than zero (> 0). It will only count multiple entries of business mileage on the same day as one day. For example, if there are three (3) drivers on June 16 who log business use, the worksheet will only count one (1) day when calculating the Business Days Used.
Total Miles:	The worksheet will calculate the total of each column (Business Miles, Commute Miles, Personal Miles and Total Daily Miles) in the appropriate field under "Total Miles."
Comments:	Enter any commentary to describe irregularities in monthly usage. For example, "Vehicle was in for repair service from May 10-20."
Total Fuel (Gal/Cost):	If applicable or required by the using agency, the worksheet will calculate the total gallons and cost of fuel for the month reported. [Note: BVM does not require use of this field.]
Permanently Assigned Certification:	For Permanently Assigned Vehicles, the operator should sign, date and print name as indicated. An electronic signature may be used if it is transmitted electronically by the operator.
Pool Vehicle Certification:	For Pool Vehicles, the Automotive Liaison or Dispatcher should sign, date and print name as indicated.

